

To create your portfolio on Google Sites:

1. Log into your AQ Email
2. Click "Sites" at the top of the window
3. Click "Create New Site"
4. Fill in the site information:

Site name: **(Your Name) Portfolio**

Site categories: **portfolio**

Site description: Collaborate with: **"Everybody at Aquinas.edu"**

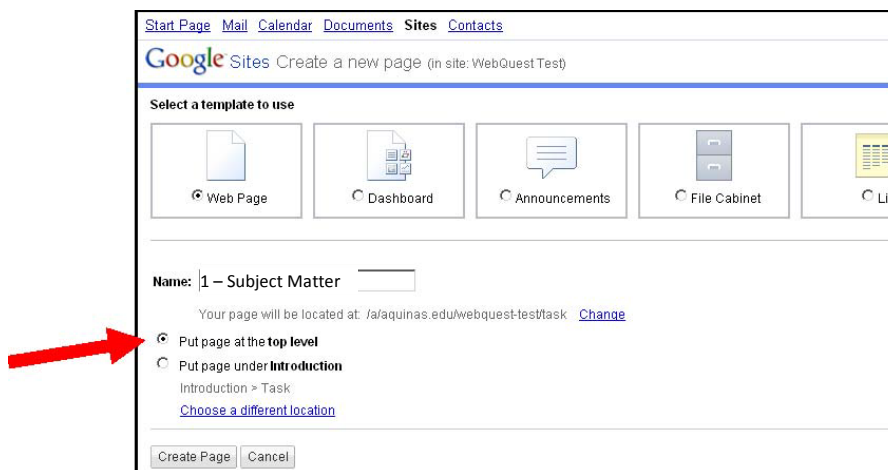
5. Pick a layout color theme
6. Click "Create Site"
7. Edit this first page as the introduction or cover page to your portfolio

See the sample portfolio and instructions at <https://sites.google.com/a/aquinas.edu/soe-portfolio/>

8. Click "Save" (upper right)

You now need to create seven additional, sub-pages pages below this home page:

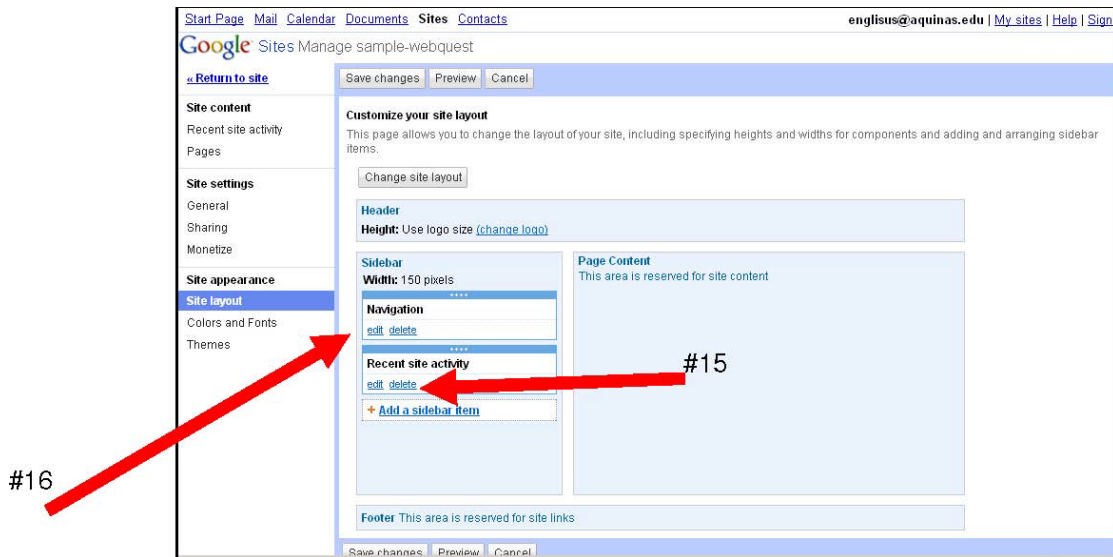
- 1-Subject Matter
- 2-Pedagogy
- 3-Content Area Instruction
- 4-Learning Environment
- 5-Professionalism
- 6-Community Connections
- 7-Technology



9. To do this, click "Create Page" (upper right)
10. Fill-in the first page name as "1-Subject Matter", choose "Put page at the top level" and click "Create Page" at the bottom of the screen as shown here:
11. Edit the page to add the text for the Task by either retyping the text or by using copy/paste.
12. Click "Save" (upper right)
13. Repeat steps 10-12 to create the remaining sub-pages.

Next, edit the sidebar to improve the navigation...

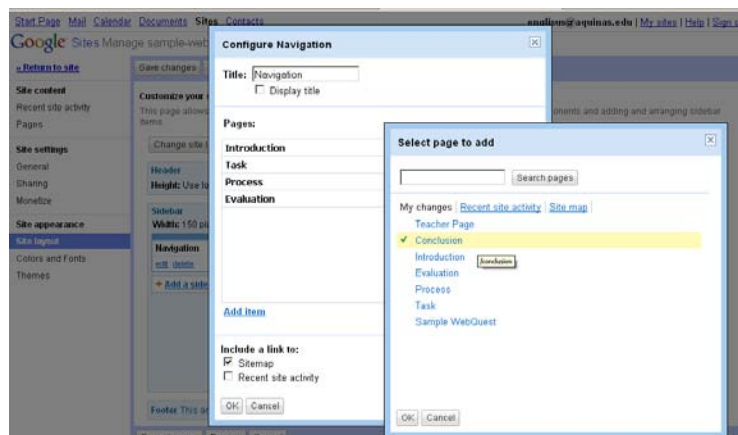
14. Click "Edit Sidebar" (bottom of the left column)



15. Delete the "Recent site activity" links

16. Modify the Navigation sidebar to add links to the portfolio sub-pages:

- o Click "Edit"
- o Click "Add Item"
- o Click on one of the page names and click "OK"
- o Repeat until all pages are listed under "Configure Navigation"
- o Use the up/down arrows as needed to rearrange the order of the page listing
- o Click "OK" when finished



17. Click "Save Changes" (upper left) to save the changes to the navigation sidebar.

18. Click "Return to site" (upper left)

When your site is ready to share, click "More Actions" (upper right) and "Share" the site with your instructor. An email message with a link to the site will be sent to the email address(es) you specify.